

**27—2.7(161A) Conduct of meeting.**

**2.7(1)** *General.* Meetings will be conducted in accordance with Robert's Rules of Order unless otherwise provided in these rules. Voting shall be by voice or by roll call. Voting shall be by voice unless a voice vote is inconclusive, a member of the committee requests a roll call, or the vote is on a motion to close a portion of a meeting. The chairpersons shall announce the result of the vote.

**2.7(2)** *Voice votes.* All committee members present should respond when a voice vote is taken. The response shall be aye, nay, or abstain.

*a.* All members present shall be recorded as voting aye on any motions when there are no nay votes or abstentions heard.

*b.* Any member who abstains shall state at the time of the vote the reason for abstaining. The abstention and the reason for it shall be recorded in the minutes.

**2.7(3)** *Provisions of information.* The chairperson may recognize any agency staff member for the provision of information relative to an agenda item.